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Become an Office Management Specialist in the Foreign Service

Foreign Service Office Management Specialists (OMSs) serve key roles in U.S. embassies and consulates to facilitate the efficiency and effectiveness of the organization. OMSs manage, lead, and perform a wide range of administrative functions focused on operations, people, events, and automation. The work requires knowledge of administrative, operations, and program support principles; a strong command of the English language; superior interpersonal skills; and an in-depth knowledge of office computer software. Consider this public service career and be part of history in the making. Learn more at careers.state.gov and join our talent network at <https://bit.ly/3N90csj>.

At the time of application, applicants **MUST** have one of the following:

- A high school diploma or equivalent and three years of *specialized experience* in the last 10 years; or
- An associate degree in Office Management or Business Administration and two years of *specialized experience* in the last 10 years; or
- A bachelor's or higher degree in any major and one year of *specialized experience* in the last 10 years.

All applicants **MUST** meet the following requirements:

- U.S. citizenship and worldwide availability
- Be at least 20 years old to apply; 21 years old to be appointed
Be appointed prior to age 60 (preference eligible veterans excepted)
- Be able to obtain a Top Secret Security Clearance

Interested candidates can register **at any time** to take the Office Management Specialist Test (OMST) at [PearsonVUE](https://www.pearsonvue.com) test centers across the United States and worldwide.

U.S. DEPARTMENT OF STATE

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